

Instruction of Keylock 98 Audit Trial

Operation:

1. Power up system by sliding front cover.
2. Please write down the user's ID and keep the record when you enroll user fingerprint. It is reference for user deletion and audit trail.
3. Rule of number inputting:
 - 3.1 User ID: Use 0, 1, 2, 3 and "*" to program 3 digital user ID. "*" represent number "4". e.g, When you program user ID as 0*2, 042 will show on audit trail log in openRecord software.
 - 3.2 Please fill up "0" on tenth for one digit number when set up date or time. e.g. 01 for 1.
 - 3.3 When set up date or time, press "0" button to input number 0, press "1" button to input number. The number of time you press the "1" button is number that you want to input. e.g. Press "1" button five time to input 5.

1. Set up date:

Press "#, 2, #" + "year (tenth, #, digit)" + # + "month (tenth, #, digit)" + # + "date (tenth, #, digit)", #, #

Example: Set up 2009-05-02, input 09-05-02

Press "#, 2, #" + "0, #, 1,1,1,1,1,1,1,1" (09) + # + "0, #, 1,1,1,1,1" (05) + # + "0, #, 1,1" (02) + #, #

Example: Set up 2010-12-23, input 10-12-23

Press "#, 2, #" + "1, #, 0" (10) + # + "1, #, 1,1" (12), # + "1,1, #, 1,1,1" (23) + #, #

2. Set up time:

Press #, 3, # + hour (tenth + # + digit) + # + minute (tenth + # + digit) + #, #

Example: Set up 14:05 pm.

Press #, 3, # + "1, #, 1,1,1,1" (14) + # + "0, #, 1,1,1,1,1" (05) + #, #

3. Download audit trail data:

Plug POS machine in port on bottom of front lock. Turn on the POS machine. Slide front cover. The LED on the POS and scanner will blink. The audit trail data downloading is complete when you hear "Di" and the LED stop blinking. Plug POS in computer USB port then turn on POS. Run "OpenRec" software to read data.

4. OpenRec software installation:

4.1 **Installation:** Click file SetupV2.exe. Follow instruction to install software step by step.

4.2 **USB driver installation:** Window will install USB driver automatically when you plug USB cable in USB port at first time. Please install driver from CD if window cannot install USB driver automatically

4.3 **Run "OpenRec" software:** You **MUST** plug POS in computer USB port and turn on POS before run software. Click OpenRec icon on Windows or click "Start", "All program", "DigiOpenRec" then "OpenRec". The POS LED will blink. Data will display after LED stop blinking.

4.4 **Add user name and user ID:** Click "File" then "User setting". You can input user information. Close OpenRec then run it again, user name will show in record.

4.5 **Export data:** Click "File" then select "Text" or "Excel" to export file.

OpenRec software will find correct port automatically. Please do following if software can't find correct port.

How to find correct USB port

1. Accessing the Device Manager:

Windows 2000 and Windows XP

- a. Right-click "My Computer" then selects Properties.
- b. Select the Hardware tab.
- c. Click the Device Manager button.

Windows Vista and Windows 7

- a. Open the Start menu then right-click on Computer.
- b. Select Manage.
- c. Click on "Device Manager" in the left-hand tree.

2. Looking for USB Serial Port from Device Manager (eg. it is Com3)

